


Course No:
Course Title: Nursing Management
Date: 26/03/2013
No. of Questions: (2)
Time: one hours
Using Calculator (No)

University of Palestine

Midterm Exam
2^{ed} 2013/2012
Total Grade:20

Instructor Name: Dr. Ahmed Najim
Student No.: _____
Student Name: _____
College Name: Health Professions
Dep./Specialist: Nursing
Using Dictionary (No)

Question One: True and False (10 marks)

Put (T) in front of the correct statement and (F) in front of the incorrect one.

- () 1- **Planning** involves means to blend the actions of all personnel toward the identified goals.
- () 2- **Organizing**: is the process of anticipating and providing the good distribution of manpower and physical resources within and out of the organization to get the job done.
- () 3- **Upwards Communication**: Highly Directive, from Senior to subordinates, to assign duties, give instructions, to inform to offer feedback, approval to highlight problems etc.
- () 4- **Counseling** is the process of providing factual information and clarification about a topic to an individual or group.
- () 5- **Reports** is a document form which include; conclusions or findings based on facts, or recommendations concerning the patient.
- () 6- **Records and Reports** Used as documentary evidence of the course of the patient illness and treatment during hospitalization.
- () 7- **Written reports** are given when information is needed to be reported immediately not for permanency.
- () 8- **In written report** no need to initiate each entry with the data and time.
- () 9- **Effective communication** requires the *message* to be clear and concise.
- () 10- **Directing**: is a continuous task of making contact with subordinates, training them, giving them orders, leading and motivating them.

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Question Two: Discussion (20marks)

Answer the following questions:

Q. One: (4 marks)

- 1- Define nursing management.
- 2- What are components of the management process?

Q. Two: (6 marks)

Communication can be defined as the process by which people share ideas, experience, knowledge and feelings through the transmission of symbolic messages.

- 1- What are the characteristic of effective communication taking in your account the sender, receiver, message and the channels?

Q. Three: (5 marks)

Counseling is the act of helping a client to make *her or his own decision*, by providing unbiased information and asking questions about what the client wants and what the client thinks that he or she can do.

- 1- What are the characteristic of effective counseling?
- 2- What are the differences between education and counseling?

Q. Four: (5 marks)

Planning is a basic function of management of all nursing managers. It is a systematic process of deciding in advance what to do, how to do it and who to do it.

- 1- What are the importance /purposes of planning?
- 2- What are the characteristic of effective planning?

End of Questions/ Good Luck